



## Bis-Man Transit Board Meeting

January 23, 2025, 11:30 AM

Via Zoom and In-person at

3750 E Rosser Ave. Bismarck, ND 58501

<b>Attending:</b>	<b>Lacey Long, Vice President</b>	<b>DeNae Kautzmann, Secretary/Treasurer</b>
	<b>Karel Sovak</b>	<b>Steve Heydt</b>
	<b>Andrew Stromme</b>	<b>Royce Schultze</b>
	<b>Glenn Lauinger</b>	
<b>Not Attending:</b>	<b>Helen Baumgartner</b>	<b>Commissioner Rohr</b>
	<b>Commissioner Connelly</b>	<b>Lynn Wolf, President</b>
<b>Staff:</b>	<b>Deidre Hughes</b>	<b>Taylor Kitzan</b>
	<b>Tom Reisenauer</b>	<b>Craig Thomas</b>
	<b>Amanda O'Brien</b>	
<b>Guests:</b>	<b>Susan Dingle</b>	<b>Kim Riepl</b>
	<b>Paulette Jacobsen</b>	

**Meeting was called to order at 11:30 A.M.**

**Approval of Agenda:** Steve approved the Agenda. Karel seconded the motion. Motion carried unanimously.

**Consent Agenda:** Glenn moved to approve the Consent Agenda. Steve seconded the motion. Motion carried unanimously.

1. Previous Month's Minutes
  - a. Attachment A – 2024/11/21 Regular Meeting
  - b. Attachment B – 2024/12/12 Executive Committee Meeting
  - c. Attachment C – 2025/01/21 CTIC Meeting
  - d. Attachment D – 2025/01/21 Finance Committee Meeting
2. Financial Report
  - a. Attachment E
3. Ride Stats
  - a. Attachment F

**Public Comment:** N/A

**Old Business**

1. Sales Tax Contribution Update: Deidre discussed that there is no update from Mandan at this time. DeNae reached out to Jim Neubauer from the City of Mandan. City of Bismarck Sales Tax Committee will be meeting on February 25<sup>th</sup>. Deidre is a non-voting member on that committee.

**New Business**

1. FY2024 5307 Update: Deidre explained that \$958,577 is the partial apportionment of the Fiscal Year 2025 5307 funding. We will see the second amount come through within the coming months. There is funding remaining in the Fiscal Years 2023 and 2024 5307 grants. Projects have been approved to exhaust those funds. The 2024 5307 Operating and CCOC funding was exhausted in November. Staff recommends that December 2024 expenses in the amount of \$350,918.66 be absorbed by cash reserves. Finance Committee agrees with the recommendation. Glenn moved to use cash reserves to absorb the December 2024 expenses. Steve seconded the motion. Motion carried unanimously.
2. Paratransit Bus Purchase: Deidre explained that bus 1911 was totaled in an accident and needs to be replaced. There is 5339 funding to be used to purchase a new 14 passenger paratransit bus, as well as insurance proceeds and previous bus sales. The amount of match is \$18,000. Lead time for bus delivery is nine months. Steve moved to approve the bus purchase as outlined. Karel seconded the motion. Motion carried unanimously.
3. 1002 Bus Repairs: Deidre discussed that Bus 1002 needs various repairs to be able to stay in service. This bus is outside of useful life, but Transit is waiting on funding from NDDOT to



cover a replacement bus. Quotes were requested from three different vendors, with Wallwork Truck Center coming back with the only quote. Staff recommends approval of Wallwork Truck Center quote. Steve moved to approve Bus 1002 repairs. Lacey seconded the motion. Motion carried unanimously. Glenn asked Deidre if Bus 1002 would be in service for two more years and if we would sell once we receive the replacement vehicle. Deidre answered yes, and we would recover some costs once the bus is sold.

4. CD Renewal Recommendation: Staff recommends CD renewal on February 3<sup>rd</sup> be reinvested into a 6-month CD at 4.30% APY with an additional \$500,000.000 added from cash reserves. Finance Committee agrees with the recommendation. Glenn asked Steve for his opinion on options for this CD. Steve answered that long term and short-term rates are going to get closer in the coming months, as short-term rates are higher currently. Andrew moved to approve the recommendation. Glenn seconded the motion. Motion carried unanimously.

### Executive Director Report

1. 2024 Review: Deidre highlighted the following:

- 20-year CAT Anniversary – Two Free Ride weekends were successful
- Fourth consecutive clean audit
- Triennial Review with only one finding (eight findings at last Triennial)
- Insurance savings (Brightline from Starion)
- Community Outreach
- Homeless Coalition CAT Pass Program
- 5310 Compliance Review
- City of Lincoln renewed contract for paratransit service
- Advertising revenue ended at \$123,953.00
- Interest revenue ended at \$280,930.92
- Mandan & Bismarck Measure 1 passing in election (Thank you to everyone who collected signatures!)
- Free Ride Days for Election Days
- Four new paratransit vehicles and two new paratransit vans
- Only one full service day CAT suspension
- No more trip denials on paratransit
- Stuff the Bus collected over 700 items for Ministry on the Margins
- CAT ridership was 121,538 (20.89% increase from 2023)
- Paratransit ridership was 90,207 (2.8% increase from 2023)
- Black Route was top performing route, second was Orange Route
- 14 at-fault accidents (improved from 19 in 2023)
- 35 complaints (improved from 45 in 2023)



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DeNae congratulated both Operations and Administration on a successful year. Glenn asked how the advertising sales are going with the increased rates. Deidre answered that we have not had any decline in repeat bus bench advertisers and we have not seen bus advertisements come due yet.

1. Upcoming Projects: Deidre discussed that National Transit Database reporting is due at the end of February 2025. This is where all 2024 information is submitted to FTA to see if Transit is eligible for more funding. Audit is scheduled for March 2025. Other projects include replacing boiler, exterior signage, and roof repairs.

**Operations Report:** Craig explained that Operations has started this year with some positive recruiting efforts. Operations has added five new paratransit operators and one due to start training next week. Three have completed training and are out on the road and two are still in the cadet phase learning hands on from experienced operators. Once all training is complete, this will increase the number to 27 paratransit operators. This will allow Operations to handle all trip requests efficiently. There has also been one more CDL operator hired for Fixed Route, due to start February 3rd. This will increase the fixed route driver staff to 13. This addition will allow Operations to create more driver-friendly runs and eliminate some overtime.

Operations has named their 2024 Scott Culver Employee of the Year recipient as Brian Himmerick. Brian has been an exemplary employee. In 2024, Brian completed 6,147 trips with an on-time performance of 95%, and doing so with no speeding events or preventable accidents. He is one of our Driver Trainers and is always willing to help when there is staffing issues. Operations is proud to have Brian on their team!

**Other Business: N/A**

Steve moved to adjourn the meeting. Karel seconded the motion. Motion carried unanimously.

**Meeting adjourned at 12:14 P.M.**



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